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Secretariat

3 May 2000

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Central Support Services

Subject: **Pilot programme to enhance the service efficiency of elevators in the Secretariat Building**

1. This is to inform all staff members about a two-month trial for service changes for the low-rise (1-15), mid-rise (15-27) and high-rise (27-38) banks of elevator cars in the Secretariat Building. The purpose of the trial is to evaluate whether the programming changes explained below could further improve the efficiency of elevator operations.

2. The pilot programme will be implemented from 15 May until 14 July 2000 on weekdays, from 8 a.m. to 6 p.m. at each bank of six elevators, one car will continue to be designated for express service, one car will be programmed to stop only on even-numbered floors and one car on odd-numbered floors. The three remaining cars will service all the floors served by that bank.

3. To direct and assist staff in effectively using the elevators in the manner proposed, a proper sign will be placed at each elevator.

4. If the trial proves satisfactory, this arrangement will continue. If it does not, elevators will be programmed to revert to the current mode of operation, that is one express and five local cars.

5. For any additional information, please contact the Plant Engineering Section of the Facilities Management Division at extension 3-7376.

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* Expiration date of the present information circular: 15 July 2000.

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